

PUBLIC NOTICE  
MARYLAND DEPARTMENT OF TRANSPORTATION

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NOTICE  
TO  
ARCHITECTS & ENGINEERS

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TRANSPORTATION PROFESSIONAL SERVICES SELECTION BOARD

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REQUEST FOR PROFESSIONAL SERVICES

The Secretary of the Maryland Department of Transportation has certified to the Transportation Professional Services Selection Board the need to utilize the services of architects or engineers for the following project(s).

Firms interested in being considered for work on any Project must submit an Expression of Interest for that Project as set forth herein. The Expression of Interest shall be in an envelope marked with the specified contract number for the Project. The letter portion of the Expression of Interest shall indicate the firm's desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the material required herein or the interested firm will not be considered for the Project.

Of all the firms expressing interest in a Project, those adjudged most qualified shall be requested to submit Technical Proposals. Additional information will be supplied to the selected firms so that they can prepare such proposals for the Project. The firm that submits the highest rated Technical Proposal will be requested to submit Price Proposals. For projects that are 100% State funded, Price Proposal cost limitations such as, but not limited to, a payroll burden and overhead limitation of 130%, may apply. For projects that are Federal funded, Price Proposal cost limitations on payroll burden and overhead shall not apply. However, the Maryland Department of Transportation reserves the right to require that split payroll burden and overhead rates be submitted appropriate for the type of services to be provided (example, Office Rate for planning/design activities and Field Rate for construction inspection). If negotiations with the firm are timely and successful, a contract may be awarded to that firm. If an interested firm is requested to submit proposals, their proposals should substantially reflect the same composition and area of involvement as their Expression of Interest.

If a Joint Venture responds to a project advertisement, the Department of Transportation will not accept separate Expressions of Interest from the Joint Venture constituents. A firm will not be permitted to submit on more than one (1) Joint Venture for the same project advertisement. Also a firm that responds to a project advertisement as a prime or a prime joint venture constituent may not be included as a designated subcontractor to another firm that responds as a prime to the project advertisement. Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firms involved. The above does not preclude a firm from being set forth as a designated subcontractor to more than one (1) prime responding to the project advertisement.

Questions concerning submissions and procedures may be addressed to the Consultant Services Division, telephone number 410-545-0437.

Facsimile copies are not acceptable. No response received after 4:00 P.M. on the date specified for a Project will be accepted, no matter how transmitted.

Minority business enterprises are encouraged to respond to this solicitation notice.

**RESPOND TO:**

Paul F. Becker

**OFFICE OF PROCUREMENTS AND CONTRACTS**

**CONSULTANT SERVICES DIVISION**

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

I. State Highway Administration

A. Contract Number: BCS 2010-14

1. Project Description: To provide supplemental consultant engineering support services for various tasks assigned by the State Highway Administration's (SHA) Office of Construction located at 7450 Traffic Drive, Hanover, Maryland 21076.

The services are to be provided for approximately six (6) years and will consist of individual project assignments. Project assignments will depend on the Office of Construction workload, construction contract awards and related activities. It is anticipated that project assignments will be funded with Federal and State funds. It is envisioned the Highway Administration may enter into multiple contracts for these services, each for approximately \$2,000,000.

2. Consultant Services Required:

The purpose of these projects is for the selected Consultant to provide engineering support services to the SHA Office of Construction for construction activities being pursued by the Office.

Project assignments may entail the Consultants working in their own Office(s), within the Office of Construction, or within other SHA facilities. Project assignments activities may include, but not necessarily be limited to, support services for: change orders,

construction office administrative assistance, process reviews, specification review, CADD/computer services, constructability reviews, training and other services/activities as required.

The Consultant shall furnish approximately the following number of individuals to work in the Office of Construction, 7450 Traffic Dr., Hanover, Maryland, 21076, or other SHA facilities, as needed.

- 1 - 3 Transportation Engineer Technicians with a minimum of three (3) years of Highway and/or Bridge construction experience.
- 1 – 3 Transportation Engineer Technicians with a minimum of five (5) years of Highway and/or Bridge construction experience.
- 1 – 3 Transportation Engineers with a minimum of two (2) years of Highway and/or Bridge construction experience and a Bachelor of Science (BS) degree in Engineering.
- 1 – 3 Computer Information Services Specialist with a minimum of one (1) year experience responding to help desk calls or operating computer equipment for the purpose of data entry, word processing, spreadsheets, graphics, databases or other applications.

3. Specific Type Firm Solicited: An engineering firm with personnel familiar with highway/bridge design/construction activities and office related activities.
4. Required Information: The Consultant shall submit one (1) original and four (4) copies of an Expression of Interest, which shall include the following:
  - a. One (1) Letter of Interest - Limited to two (2) pages. The letter must contain the e-mail address of the contact individual.
  - b. One (1) US Government Form SF 255.
  - c. One (1) US Government Form SF 254 for each firm, including each subcontractor, proposed.
  - d. One (1) additional unbound copy of the Letter of Interest.
  - e. One (1) additional unbound SF 254 Form, for those firms, including subcontractors, who are not currently on file with the Consultant Services Division.
  - f. The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

Note: US Government forms are to be completed with standard size typing and are not to be photo reduced. Computer generated forms are acceptable; however, the

format and spacing is to be identical to that of the Standard Forms 254 and 255.

5. Requirements - Documentation: In completing the SF 255 Form, Item #4, Personnel by Discipline, the Consultant shall document personnel by discipline presently employed at the work location proposed. If more than one (1) location is being proposed by the Consultant, the Consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed. Subcontractor personnel are not to be included.

The information required for Item #7, Key Staff, is to be limited to four (4) individuals who are proposed for performing significant productive technical time on the Project and in total shall not exceed two (2) pages in length. The Consultant must document in writing in Item #7 that the key staff individuals meet the following requirements:

- One (1) of his own employees proposed as a Key Staff individual is a Professional Engineer Registered in the State of Maryland with expertise in highway and bridge construction.
- One (1) Transportation Engineering Technician with a minimum of three years working knowledge of construction inspection methods and procedures.

- One (1) Transportation Engineering Technician with a minimum of five years experience of highway construction inspection principles, practices, methods and tests.
- One (1) Transportation Engineer with a minimum of two years experience applying engineering theories, principles and standards to highway, traffic, bridge or construction related projects.

Each Transportation Engineering Technician and the Transportation Engineer may be an employee of the Prime or Sub consultant firms and shall be available for assignment to SHA facilities. Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include on line "f" of Item #7 of the SF 255 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual. Failure of the Consultant to properly document Key Staff requirements in writing will result in the firm being precluded from further consideration for the Project.

Also, the information required for Item #8, Similar Projects, shall be limited to three (3) similar projects and shall not exceed one (1) page in total length. Firms must contain their Similar Projects documentation to the given column widths set forth in Item #8 of the SF 255 Form. The vertical space used for each of the three (3) projects cited is at the discretion of the Consultant. Both the Key

Staff individual experience and the similar projects set forth shall be recent experience performed within the past ten (10) years.

Item #10 of the SF 255 shall be limited to one (1) page.

6. Special Requirements - DBE/MBE Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, DBE/MBEs will be afforded full opportunity to submit expressions of interest in response to this notice and will not be subject to discrimination on the basis of race, color, sex or national origin in consideration for an award.

It is the goal of MDOT that certified businesses participate in all contracts. Each contract will contain a goal for DBE/MBE participation, on a contract-by-contract basis. Consultants interested in submitting an Expression of Interest must comply with the "SPECIAL PROVISIONS, AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987 AND ISTEA OF 1991, ATTACHMENT 6", as modified June 8, 2000, which is obtainable from the Consultant Services Division at the address or phone number noted herein.

To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must clearly set

forth the DBE/MBE Prime firm(s) or DBE/MBE subcontractor(s) proposed for goal attainment indicating:

- 1) the proposed work,
- 2) percentage of total work, and
- 3) MDOT certification number,

for each DBE/MBE. **Said information shall be shown in Item #6 of the Federal Government SF 255 form.** If the proposed DBE/MBE firm is not certified by MDOT, the Consultant shall indicate the certification status of the proposed DBE/MBE firm in lieu of the certification number. **If this Project is funded with Federal funds, proposed DBE/MBE firms must be certified by MDOT to participate on federally funded Projects.**

**Consultants shall also set forth in the letter portion of the Expression of Interest their "Consultant Liaison Officer for Minority Affairs". The Consultant's failure to submit all of the required DBE/MBE information, in the specified areas, will result in the Consultant being disqualified from further consideration for the Reduced Candidate List on this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.**

#### CONTRACT GOALS

FOR THE PURPOSE OF THIS CONTRACT, A GOAL OF TWENTY FIVE PERCENT (25%) HAS BEEN ESTABLISHED FOR DBE/MBEs.

**DBE/MBE proposers have to meet the established DBE/MBE goal by either their own forces or approved DBE/MBE subcontractor(s).**

7. Project Representative: No additional information available.
8. Additional Information: The Highway Administration reserves the right to develop multiple Reduced Candidate Lists from those firms responding to this advertisement or to make multiple selections from one (1) Reduced Candidate List.
9. **Electronic Transfer: By submitting a response to this solicitation, the Consultant agrees to accept payments by electronic funds transfer unless the state Comptroller's Office grants an exemption. The selected Consultant shall register with the EFT Registration, General Accounting Division using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form, available at <http://compnet.comp.state.md.us/gad/pdf/GADX-10.pdf> . Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reasons for exemption.**
10. Rating Criteria: The major factors/criteria for the establishment of a Reduced Candidate List for this Project, in descending order of importance, will be:

- a. Similar Project Experience
  - b. Key Staff
  - c. Past Performance on SHA Projects
  - d. Capability to accomplish proposed work in required time
  - e. Compatibility of size of firm with size of proposed project
  - f. Firm's location
11. Respond by: March 3, 2010 prior to 4:00 P.M.

RESPOND TO:

Paul Becker

CONSULTANT SERVICES DIVISION

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

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Of all the firms expressing interest in a Project, those adjudged most qualified shall be requested to submit Technical Proposals. Additional information will be supplied to the selected firms so that they can prepare such proposals for the Project. The firm that submits the highest rated Technical Proposal will be requested to submit Price Proposals. For projects that are 100% State funded, Price Proposal cost limitations such as, but not limited to, a payroll burden and overhead limitation of 130%, may apply. For projects that are Federal funded, Price Proposal cost limitations on payroll burden and overhead shall not apply. However, the Maryland Department of Transportation reserves the right to require that split payroll burden and overhead rates be submitted appropriate for the type of services to be provided (example, Office Rate for planning/design activities and Field Rate for construction inspection). If negotiations with the firm are timely and successful, a contract may be awarded to that firm. If an interested firm is requested to submit proposals, their proposals should substantially reflect the same composition and area of involvement as their Expression of Interest.

If a Joint Venture responds to a project advertisement, the Department of Transportation will not accept separate Expressions of Interest from the Joint Venture constituents. A firm will not be permitted to submit on more than one (1) Joint Venture for the same project advertisement. Also a firm that responds to a project advertisement as a prime or a prime joint venture constituent may not be included as a designated subcontractor to another firm that responds as a prime to the project advertisement. Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firms involved. The above does not preclude a firm from being set forth as a designated subcontractor to more than one (1) prime responding to the project advertisement.

Questions concerning submissions and procedures may be addressed to the Consultant Services Division, telephone number 410-545-0437.

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**RESPOND TO:**

Paul F. Becker

**OFFICE OF PROCUREMENTS AND CONTRACTS**

**CONSULTANT SERVICES DIVISION**

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

I. State Highway Administration

A. Contract Number: BCS 2010-13

1. Project Description:

To provide construction contract claims review and analysis for the State Highway Administration's Office of Construction. The purpose of these contracts is to establish agreements with consultant firms specializing in the preparation, examination, evaluation, verification and final analysis of construction contract claims arising primarily from highway construction contracts.

Project services are to be provided for a six (6) year period and will consist of individual project assignments. Project assignments will depend on the Administration's workload and assignments may be made statewide. It is anticipated that project assignments will be funded with federal and state funds. It is envisioned that the Highway Administration will enter into multiple contracts for these services, each for approximately \$1,000,000.

2. Consultant Services Required:

Services required of the Consultant shall include, but not necessarily be limited to:

- a. Initial evaluation of claims to define issues involved and establish a strategy for assertion or defense of the claims.

- b. Preparation and documentation of reports, graphs, charts, exhibits, and CPM schedules as appropriate.
  - c. Calculation and documentation of delays, recoverable damages, loss of productivity, inefficiencies and other causes regarding construction claims.
  - d. Attendance and participation at meetings and conferences with the Highway Administration and construction contractors involved.
  - e. Provide technical assistance and case preparation for the Highway Administration's Office of Counsel.
  - f. Prepare and provide technical assistance on claims avoidance techniques for the Highway Administration training programs.
3. Specific Type Firm Solicited:
- A Consultant firm which has considerable expertise and specialization in construction claim preparation, evaluation and analyzation. The firm must have a minimum of five (5) years experience in the analyzation and presentation of claims before federal and state boards and courts. In addition, the Consultant must document the capability to perform the specialized services necessary for construction contract claims analysis.
4. Required Information: The Consultant shall submit one (1) original and four (4) copies of an Expression of Interest, which shall include the following:

a. One (1) Letter of Interest - Limited to two (2) pages. The letter must contain the e-mail address of the contact individual.

b. One (1) US Government Form SF 255.

c. One (1) US Government Form SF 254 for each firm, including each subcontractor, proposed.

If a Consultant proposes a CPA or a legal firm as a subcontractor, company qualification material for those firms in lieu of an SF 254 form will be acceptable.

d. One (1) additional unbound copy of the Letter of Interest.

e. One (1) additional unbound SF 254 Form, for those firms, including subcontractors, who are not currently on file with the Consultant Services Division.

f. The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

Note: US Government forms are to be completed with standard size typing and are not to be photo reduced.

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5. Requirements - Documentation: In completing the SF 255 Form, Item #4, Personnel by Discipline, the Consultant shall document personnel by discipline presently employed at the work location

proposed. If more than one (1) location is being proposed by the Consultant, the Consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed. Subcontractor personnel are not to be included.

The information required for Item #7, Key Staff, is to be limited to four (4) individuals who are proposed for performing significant productive technical time on the Project and in total shall not exceed two (2) pages in length. The Consultant must document in writing in Item #7 that one (1) of his own employees proposed as a Key Staff individual is a Professional Engineer Registered in the State of Maryland with expertise in Critical Path Method Scheduling (CPM) analysis and construction contract claims. The Consultant must also document in writing in Item #7 a Certified Public Accountant (CPA) Registered in the State of Maryland with expertise in Highway and Bridge claims analysis. The other two (2) Key Staff individuals proposed shall be a Claims Analyst and a CPM Scheduler and may be in the employ of the Prime or Sub Contractor. Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include on line "f" of Item #7 of the SF 255 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual. Failure of the Consultant to properly document Key

Staff requirements in writing will result in the firm being precluded from further consideration for the Project.

Also, the information required for Item #8, Similar Projects, shall be limited to five (5) similar projects and shall not exceed one (1) page in total length. Firms must contain their Similar Projects documentation to the given column widths set forth in Item #8 of the SF 255 Form. The vertical space used for each of the five (5) projects cited is at the discretion of the Consultant. Both the Key Staff individual experience and the similar projects set forth shall be recent experience performed within the past ten (10) years.

Item #10 of the SF 255 shall be limited to two (2) pages.

6. Special Requirements - DBE/MBE Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, DBE/MBEs will be afforded full opportunity to submit expressions of interest in response to this notice and will not be subject to discrimination on the basis of race, color, sex or national origin in consideration for an award.

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BUSINESSES, THE SURFACE TRANSPORTATION AND  
UNIFORM RELOCATION ASSISTANCE ACT OF 1987 AND  
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which is obtainable from the Consultant Services Division at the  
address or phone number noted herein.

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Consultants who submit Expressions of Interest must clearly set  
forth the DBE/MBE Prime firm(s) or DBE/MBE subcontractor(s)  
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- 1) the proposed work,
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Expression of Interest their "Consultant Liaison Officer for  
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required DBE/MBE information, in the specified areas, will  
result in the Consultant being disqualified from further**

**consideration for the Reduced Candidate List on this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.**

#### **CONTRACT GOALS**

**FOR THE PURPOSE OF THIS CONTRACT, A GOAL OF TWENTY (20%) HAS BEEN ESTABLISHED FOR DBE/MBEs. DBE/MBE proposers have to meet the established DBE/MBE goal by either their own forces or approved DBE/MBE subcontractor(s).**

7. Project Representative: No additional information available.
8. Additional Information: The Highway Administration reserves the right to develop multiple Reduced Candidate Lists from those firms responding to this advertisement or to make multiple selections from one (1) Reduced Candidate List.
9. **Electronic Transfer: By submitting a response to this solicitation, the Consultant agrees to accept payments by electronic transfer unless the State Comptroller's Office grants an exemption. The selected Consultant shall register with EFT Registration, General Accounting Division using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form, available at <http://compnet.comp.state.md.us/gad/pdf/GADX-10.pdf> .**

**Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on**

**the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reasons for exemption.**

10. Rating Criteria: The major factors/criteria for the establishment of a Reduced Candidate List for this Project, in descending order of importance, will be:

- a. Similar Project Experience
- b. Key Staff
- c. Past Performance on SHA Projects
- d. Capability to accomplish proposed work in required time
- e. Compatibility of size of firm with size of proposed project
- f. Firm's location

11. Respond by: March 4, 2010, prior to 4:00 P.M.

RESPOND TO:

Paul Becker

Consultant Services Division

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

PUBLIC NOTICE  
MARYLAND DEPARTMENT OF TRANSPORTATION

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NOTICE  
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**RESPOND TO:**

Paul F. Becker

**OFFICE OF PROCUREMENTS AND CONTRACTS**

**CONSULTANT SERVICES DIVISION**

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

I. State Highway Administration

A. Contract Number: 2010-12

1. Project Description:

The Maryland State Highway Administration (SHA), Highway Hydraulics Division (HHD), is responsible for maintaining compliance for the Administration with the State and Federal National Pollutant Discharge Elimination System (NPDES) laws for Municipal Separate Storm Sewer Systems (MS4s), Industrial Discharges and Construction Activities. Complying with these regulations is a complex and highly technical endeavor. This project requires expertise in a wide range of engineering, GIS-based technology, science of stormwater runoff pollution control, field inspection, environmental and landscape architectural services, understanding of highway maintenance practices and science, as well as knowledge of recent trends and research. This work will consist of individual project assignments. Project assignments will depend on the State Highway Administration workload. Project services are to be provided for a six (6) year period. It is anticipated that project assignments will be funded with State and Federal funds and it is anticipated that the SHA will enter into multiple contracts for these services at \$3,000,000 each.

2. Consultant Services Required:

The Consultants will perform design, review, inspection, research and project management including but not limited to:

- Establish and update GIS databases for stormwater systems statewide;
- Storm drain and stormwater management facility asset inventory, inspection and rating;
- Stormwater facility assessments for maintenance;
- Design and preparation SHA standard contract advertisement documents including but not limited to plans, specifications and estimates;
- Reports for storm drains, culverts, channels, stormwater management facilities, erosion and sediment controls, maintenance of traffic and miscellaneous drainage structures;
- Stormwater Environmental Site Design (ESD) according to the 2007 SWM Law and regulations;
- Green Highways Initiative efforts including watershed impact studies;
- Water sampling, monitoring, analysis, reporting and equipment installation and maintenance;
- Total maximum daily loads (TMDL) and waste load allocation (WLA) compliance services;
- Computer software development, programming and maintenance;
- GIS queries of SHA response planning for TMDL or Tier II waters;

- Illicit discharge outfall screening, sampling, detection and source tracking and documentation process;
- Impervious surface stormwater treatment accounting activities including watershed site searches and stormwater facility design efforts;
- Develop and implement public outreach activities and educational materials relating to NPDES topics;
- Develop technical reports, guidelines, standards and procedures, and annual compliance reports; and
- Perform water quality related research activities.

3. Specific Type Firm Solicited:

A consultant firm with considerable expertise in performing the NPDES related activities discussed above with demonstrated ability to allocate adequate personnel resources to perform multiple assignments and field tasks as needed to meet all applicable criteria, standards and regulations is required.

4. Required Information: The Consultant shall submit one (1) original and four (4) copies of an Expression of Interest, which shall include the following:

- a. One (1) Letter of Interest - Limited to two (2) pages. Must contain email address of contact individual.
- b. One (1) US Government Form SF 255.
- c. One (1) US Government Form SF 254 for each firm, including each subcontractor, proposed.

- d. One (1) additional unbound copy of the Letter of Interest.
- e. One (1) additional unbound SF 254 Form, for those firms, including subcontractors, who are not currently on file with the Consultant Services Division.
- f. The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

Note: US Government forms are to be completed with standard size typing and are not to be photo reduced.

Computer generated forms are acceptable; however, the format and spacing is to be identical to that of the Standard Forms 254 and 255.

- 5. Requirements - Documentation: In completing the SF 255 Form, Item #4, Personnel by Discipline, the Consultant shall document personnel by discipline presently employed at the work location proposed. If more than one (1) location is being proposed by the Consultant, the Consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed. Subcontractor personnel are not to be included.

The information required for Item #7, Key Staff, is to be limited to four (4) individuals who are proposed for performing significant productive time on the Project and in total shall not exceed one (1)

page in length per individual. The Consultant must document in writing in Item #7 that two (2) of his own employees proposed as Key Staff individuals are Professional Engineers Registered in the State of Maryland, one with expertise in hydraulic and hydrologic engineering related to highway and stormwater management design, and the other with expertise in environmental engineering related to NPDES regulations, permitting and compliance. The Consultant must also document in writing in Item #7, that one (1) of his own employees proposed as Key Staff is a GIS Specialist with a degree in Geographic Information Science or a related field, 10 years experience working with Geographic Information Systems and demonstrated expertise in GIS database development and programming including experience with ESRI products and software . The Consultant must also document in writing in Item #7, one (1) proposed Key Staff individual, in the employ of the Prime or Subcontractor, and is a Professional Engineer Registered in the State of Maryland with expertise in scientific analysis and synthesis related to NPDES topics.

Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include on line "f" of Item #7 of the SF 255 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual. Failure of the Consultant to properly document Key Staff

requirements in writing will result in the firm being precluded from further consideration for the Project.

Also, the information required for Item #8, Similar Projects, shall be limited to five (5) similar projects and shall not exceed one (1) page in total length. Firms must contain their Similar Projects documentation to the given column widths set forth in Item #8 of the SF 255 Form. The vertical space used for each of the five (5) projects cited is at the discretion of the Consultant. Both the Key Staff individual experience and the similar projects set forth shall be recent experience performed within the past ten (10) years.

(Information provided in this section shall become part of the rating/evaluation criteria for this project.)

Item #10 of the SF 255 shall be limited to two pages and shall address the Consultant's and subconsultant's expertise in hydrologic, hydraulic and environmental engineering, experience in NPDES permit compliance work, field inspections, GIS and database development and management, and scientific analysis and synthesis related to NPDES topics.

6. Special Requirements - DBE/MBE Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, DBE/MBEs will be afforded full opportunity to submit expressions of interest in response to this

notice and will not be subject to discrimination on the basis of race, color, sex or national origin in consideration for an award. It is the goal of MDOT that certified businesses participate in all contracts. Each contract will contain a goal for DBE/MBE participation, on a contract-by-contract basis. Consultants interested in submitting an Expression of Interest must comply with the "SPECIAL PROVISIONS, AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987 AND ISTEA OF 1991, ATTACHMENT 6", as modified June 8, 2000, which is obtainable from the Consultant Services Division at the address or phone number noted herein.

To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must clearly set forth the DBE/MBE Prime firm(s) or DBE/MBE subcontractor(s) proposed for goal attainment indicating:

- 1) the proposed work,
- 2) percentage of total work, and
- 3) MDOT certification number,

for each DBE/MBE. **Said information shall be shown in Item #6 of the Federal Government SF 255 form.** If the proposed DBE/MBE firm is not certified by MDOT, the Consultant shall indicate the certification status of the proposed DBE/MBE firm in

lieu of the certification number. **If this Project is funded with Federal funds, proposed DBE/MBE firms must be certified by MDOT to participate on federally funded Projects.**

**Consultants shall also set forth in the letter portion of the Expression of Interest their "Consultant Liaison Officer for Minority Affairs". The Consultant's failure to submit all of the required DBE/MBE information, in the specified areas, will result in the Consultant being disqualified from further consideration for the Reduced Candidate List on this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.**

#### CONTRACT GOALS

FOR THE PURPOSE OF THIS CONTRACT, A GOAL OF TWENTY FIVE PERCENT (25%) HAS BEEN ESTABLISHED FOR DBE/MBEs.

**DBE/MBE proposers have to meet the established DBE/MBE goal by either their own forces or approved DBE/MBE subcontractor(s).**

7. Project Representative: No additional information available.
8. Additional Information: The Highway Administration reserves the right to develop multiple Reduced Candidate Lists from those firms responding to this advertisement or to make multiple selections from one (1) Reduced Candidate List.

- 9. Electronic Transfer: By submitting a response to this solicitation, the Consultant agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Consultant shall register with the EFT Registration, General Accounting Division using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form, available at <http://compnet.comp.state.md.us/gad/pdf/GADX-10.pdf> . Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reasons for the exemption.**
10. Rating Criteria: The major factors/criteria for the establishment of a Reduced Candidate List for this Project, in descending order of importance, will be:
- a) Specialized expertise in NPDES Permit Compliance work;
  - b) Specialized expertise in GIS development, management and ESRI experience;
  - c) Specialized expertise in hydrologic/hydraulic, environmental engineering, scientific analysis, and experience in SWM and ESC design, permitting and contract document preparation;
  - d) Key Staff;
  - e) Similar Project Experience;
  - f) Past Performance on SHA Projects;
  - g) Capability to accomplish proposed work in required time;

- h) Compatibility of size of firm with size of proposed project;
- i) Firm's location.

11. Respond by: March 2, 2010 prior to 4:00 P.M. RESPOND TO:

Paul F. Becker

CONSULTANT SERVICES DIVISION

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

